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TRAINING

### INFORMATION SHEET

The attached revision of [REDACTED] governs training at non-CIA facilities under the Government Employees Training Act (72 Stat. 327 (1958), 5 U.S.C. 2301) which repealed the authorities for external training granted to the Agency under Section 4 of the CIA Act of 1949 (63 Stat. 208, 50 U.S.C. 403(d)).

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The revision states more concisely Agency policies and responsibilities for external training and omits unnecessary procedural details.

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DRAFT A 7 May 1959

TRAINING AT NON-CIA FACILITIES  
UNDER THE GOVERNMENT EMPLOYEES TRAINING ACT

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Rescission: [REDACTED] dated 1 December 1953

CONTENTS

	Page
GENERAL. . . . .	
POLICY . . . . .	
RESPONSIBILITIES . . . . .	
(PROCEDURES) . . . . .	

1. GENERAL

Agency-sponsored training of CIA employees is authorized under the Government Employees Training Act (72 Stat. 327 (1958), 5 U.S.C. 2301) when considered necessary and desirable in the public interest to supplement self-education, self-improvement, and self-training. The Act provides that, insofar as practicable, such training be accomplished by, in, and through CIA facilities. The Act authorizes the Agency, to the extent necessary and appropriate, to use other Government training facilities and to enter into agreements or make other appropriate arrangements for the training of employees by, in, or through non-Government facilities.

2. POLICY

Training at non-CIA facilities under provisions of this regulation may normally be provided only for those individuals:

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TRAINING  
1959

- a. Who are civilian staff employees, staff agents, career agents, or contract employees of the Agency.
- b. Who are qualified to meet the entrance requirements of the institution or training facility involved, and the objectives of the proposed training;
- c. Whose proposed training will benefit the Agency either by increasing capabilities to perform a current duty assignment effectively or by preparation for projected duty assignments requiring additional skills or responsibilities; and
- d. Whose use within the Agency upon completion of training has been determined by the Career Service concerned.

3. RESPONSIBILITIES

a. Operating Officials shall:

Endorse requests for training at non-CIA facilities for personnel of their offices.

b. Heads of Career Services shall:

Review and endorse requests of designees of their respective Career Services for training at non-CIA facilities.

c. The Director of Security shall:

- (1) Determine that non-CIA facilities, proposed by the Director of Training for training of Agency personnel, meet security standards.

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TRAINING  
1959

- (2) Certify that Agency personnel under consideration for training at non-CIA facilities are eligible from the security viewpoint to participate in such training.

d. The Director of Training shall:

- (1) Designate non-CIA facilities suitable for Agency use in specified fields of training.
- (2) Approve or disapprove all requests for training of personnel at non-CIA facilities which have been endorsed by an Operating Official, or his designee, and by the Head of the Career Service concerned. Approval must precede actual enrollment.
- (3) Provide for participation of Agency personnel, selected by the Director of Central Intelligence, in training programs at senior officer colleges.
- (4) Set the administrative requirements for Agency personnel in approved courses or programs.
- (5) Determine, in collaboration with the Operating Official concerned, the requirements for cover.
- (6) Budget and provide funds necessary to meet the costs of training at non-CIA facilities, with the exception of salaries.

e. The Chief, Central Cover Division shall:

Provide for cover in accordance with requirements established by the Director of Training.

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(Job #1213-A-SG)

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TRAINING  
1959

f. The CIA Career Council shall:

- (1) Review the qualifications of candidates nominated by the Deputy Directors for attendance at senior officer colleges.
- (2) Recommend for the Director's approval the selection of principal and alternate candidates for each of the available spaces at these colleges.

g. Agency personnel selected for training under the provisions of this regulation shall:

- (1) Comply with the administrative, security, and cover measures established for the particular program.
- (2) Normally be required to attend on a full-credit basis.
- (3) Submit such reports and materials related to the training programs as the Director of Training may request.

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CONCURRENCE SHEET

TO: Office of the Deputy Director (Support), 121 East Building

25X1A      Proposed Revisions of [REDACTED] Training at Non-CIA Facilities under  
SUBJECT:      the Government Employees Training Act  
Attendance of CIA Personnel at Lectures  
in Department of Defense Schools and  
Colleges

25X1A      Par. 12b(7) of [REDACTED] Organization and Functions, Office of the  
This issuance has been reviewed and our position is as follows? DD/S, Office  
of Training

☐ CONCUR: (Check each factor considered)  
(    ) Substance  
(    ) Rescissions listed  
(    ) Classification  
(    ) Distribution proposed  
(    ) Sterilization (for field issuances only)  
(    ) Minor comments, not affecting concurrence, attached in  
duplicate

☐ NONCONCUR: Reasons are stated in separate memorandum, attached,  
in duplicate

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Office

\_\_\_\_\_  
Date

(Job No. 1213-A-BG)  
Due: ASAP